



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5350.1

N00HHR

30 JAN 2006

COMNAVREGSW INSTRUCTION 5350.1

From: Commander, Navy Region Southwest

Subj: REGIONAL ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM

Ref: (a) OPNAVINST 5350.4C

Encl: (1) Regional and Local Navy Drug and Alcohol Advisory
Council (NDAAC) Policy
(2) Quarterly Drug and Alcohol Program Advisor Report
(3) Monthly Urinalysis Program Coordinator Report

1. Purpose. To establish and publicize policies and procedures for the Regional Alcohol and Drug Abuse Prevention Program in Navy Region Southwest (NRSW).

2. Cancellation. COMNAVREGSWINST 5300.4D

3. Applicability. This instruction applies to all Navy active and reserve personnel assigned to installations within the NRSW area of responsibility.

4. Background. Drug and alcohol abuse is a costly detriment to the mission capability of NRSW and the U.S. Navy as a whole. The personal cost to the member and his or her family has not been fully determined. Recognition of potential problems and referral to the appropriate resources by the chain of command are of the utmost importance.

5. Policy. Zero tolerance for illicit drug use and alcohol abuse is the policy of Commander, Navy Region Southwest (CNRSW). Commanding Officers (CO) are directed to deal firmly with all cases of illicit drug use and alcohol abuse. They shall take steps to process personnel for discharge, if appropriate, and to enroll others into existing programs designed to educate them regarding the dangers of abuse. Personnel who abuse alcohol shall be identified and given all possible assistance through remediation programs on a case-by-case basis. When personnel fail to progress, or when they repeatedly lapse back into unacceptable behavior patterns, appropriate recommendations shall be made for discharge.

30 JAN 2008

6. Responsibilities

a. Commanding Officer shall

(1) Shall establish an aggressive program aimed at the achievement of positive goals which include reduction in driving under the influence (DUI), "zero tolerance" of drug use, and significant reductions in alcohol abuse incidents.

(2) Appoint, in writing, an E-6 or above to perform duties as Drug and Alcohol Program Advisor (DAPA).

(3) Ensure the DAPA receives formal education in accordance with reference (a) within 90 days of assignment.

(4) Be the final authority on the disposition of personnel involved in instances of alcohol or other drug abuse.

(5) Actively support the command aftercare program; meet at least quarterly, as part of a review panel, with any member returning to the command after completion of Intensive Outpatient (IOP) or Inpatient (IP) treatment.

(6) Appoint, in writing, a Chief Petty Officer or superior Petty Officer First Class as Urinalysis Program Coordinator (UPC).

(7) Conduct an aggressive urinalysis program; maintain liaison with the chief master-at-arms (CMAA) and safety officer in alcohol or other drug abuse related incidents.

(8) Establish or ensure command participation in regional or local Navy Drug and Alcohol Advisory Councils (NDAACs) as directed in reference (a) and in accordance with enclosure (1) of this instruction.

(9) May delegate these duties to the executive officer.

b. Regional Alcohol and Drug Control Officer (ADCO) shall

(1) Coordinate NRSW's Alcohol and Drug Abuse Prevention programs promoting the Right Spirit Campaign.

(2) Provide liaison and technical guidance to NRSW DAPAs and UPCs concerning alcohol and other drug abuse prevention and control policies and procedures.

30 JAN 2006

(3) Maintain quality assurance over all Navy Alcohol and Drug Abuse Prevention (NADAP) program elements under NRSW cognizance, particularly in the areas of professional training, standards and service delivery procedures.

(4) Monitor the effectiveness of NRSW's urinalysis program.

(5) Ensure NRSW commands submits all Drug and Alcohol Abuse Reports (DAAR) within 30 days of an incident.

(6) Review, update and issue NRSW directives concerning alcohol and other drug abuse.

(7) Ensure all NRSW activities have an active NDAAC which meets at least quarterly.

(8) Compile alcohol and other drug abuse statistical data.

(9) Assess training needs and coordinate educational resources.

c. Drug and Alcohol Program Advisor (DAPA) shall

(1) Advise the CO on the administration of the command's alcohol and other drug abuse program.

(2) Conduct administrative screening of identified alcohol and other drug abusers.

(3) Coordinate or present alcohol and other drug abuse education, such as command level AWARE, PREVENT and ADAMS if certified facilitators are locally available.

(4) Act as Aftercare Coordinator for the command.

(5) Serve as self-referral procedure agent.

(6) Complete and submit enclosure (2) quarterly to NRSW ADCO via installation CO.

30 JAN 2006

d. Urinalysis Program Coordinator (UPC) shall

(1) Shall advise the CO on all matters relating to urinalysis including testing methodology, collection and transportation of samples to the Navy Drug Screening Laboratory.


(2) Complete and submit enclosure (3) monthly to Region ADCO via installation commanding officer.

e. All personnel are responsible and fully accountable for their personal activities relating to alcohol and other drug abuse and for any substandard performance or illegal acts resulting from such activities. Additional responsibilities include:

(1) Encouraging persons suspected of having an existing or potential alcohol or other drug abuse problem to seek assistance.

(2) Notifying the appropriate CO, via the chain of command, immediately when abuse exists or is suspected. (The CO must be fully informed of the circumstances to personally evaluate the impact on unit readiness.)

(3) Promoting a command climate of "zero tolerance" of alcohol and other drug abuse.



M. R. ALLEN
Chief of Staff

Distribution:

Electronic only, via CNRSW Directive Web site
<http://www.cnrsw.navy.mil/Admin/index.htm>

30 JAN 2006

COMMANDER NAVY REGION SOUTHWEST
REGIONAL AND LOCAL NAVY DRUG AND ALCOHOL ADVISORY COUNCILS
POLICY

1. Purpose. To establish and designate representatives to the Commander, Navy Region Southwest (CNRSW) Regional Navy Drug and Alcohol Advisory Council (NDAAC) and to direct the establishment of local councils at shore stations outside the immediate San Diego area.
2. Background. OPNAVINST 5350.4C directs establishment of regional and local NDAACs to coordinate and monitor Alcohol and Drug Abuse Programs.
3. Regional NDAAC Membership. The Regional NDAAC shall consist of the following members as a minimum:
 - a. CNRSW Security Officer to serve as NDAAC Chairperson.
 - b. Commanding Officer (CO), Navy Drug Screening Laboratory, San Diego.
 - c. Officer in Charge, Naval Education Training Command Detachment, Drug and Alcohol Program Management Activity, San Diego.
 - d. Head, Substance Abuse Rehabilitation Program, Naval Medical Center, San Diego.
 - e. CNRSW Staff Judge Advocate.
 - f. Director, CNRSW Fleet and Family Support Center.
 - g. CNRSW Staff Chaplain.
 - h. CNRSW NCIS Special Agent.
 - i. CNRSW Alcohol and Drug Control Officer (ADCO) to serve as NDAAC Coordinator.
 - j. Commander, Naval Air Force, U.S. Pacific Fleet ADCO.
 - k. Commander, Naval Surface Force, U.S. Pacific Fleet ADCO.
 - l. Space and Naval Warfare Systems Center ADCO.

Enclosure (1)

30 JAN 2006

- m. Food and Beverage Manager, CNRSW MWR Department.
- n. Prevention Specialist, PREVENT San Diego.
- o. Representatives of local NDAAC councils, if available.
- p. Local law enforcement representatives as invited by CNRSW Security Officer.

5. Local NDAAC Establishment and Membership. Local councils shall be established at all shore installations not in the San Diego metro area or not participating in the Regional NDAAC. Local council membership should include at least the following members:

- a. CO or designee (0-5 or above) to serve as NDAAC Chairperson.
- b. Security Officer.
- c. ADCO or command DAPA (as appropriate) to serve as NDAAC Coordinator.
- d. SARP Representative.
- e. Legal Officer.
- f. Urinalysis Coordinator.
- g. Director, Fleet and Family Service Center.
- h. Family Advocacy Council Representative.
- i. Chaplain.
- j. MWR Club Manager.
- k. Medical Department Representative.
- l. Other host and tenant command representatives per OPNAVINST 5350.4C.

6. Meetings. The Regional NDAAC shall meet quarterly or at the call of the Chairperson, during the third month of each quarter. Local NDAACs shall meet quarterly, during the second month of each quarter.

30 JAN 2006

7. Responsibility. The NDAACs, at the regional and local levels, are responsible for analyzing the nature, extent and effect of the local drug and alcohol abuse threat, including the availability of drug paraphernalia. They shall develop periodic threat assessments and a written plan to combat the alcohol and other drug abuse threat, including detection/ deterrence, prevention, training, counseling/treatment and liaison with other interested federal, state and local agencies. The council chairperson shall hold the current threat assessment for review during inspections and make copies available to local commands.

8. Reports. CNRSW ADCO shall submit regional NDAAC meeting minutes to the Commander and Chief of Staff, NRSW. Local NDAACs are required to submit meeting minutes and any other pertinent agenda items to the CNRSW ADCO no later than the last working day of the second month of each quarter.

9. Point of Contact. CNRSW ADCO, (N00HHR), (619) 532-1510, DSN 526-1510.

30 JAN 2008

COMMANDER NAVAL REGION SOUTHWEST DRUG & ALCOHOL PROGRAM REVIEW & REPORT

E-mail reports to Region Alcohol & Drug Control Officer james.honea@navy.mil

Annual Report for CY 2005 is due 15 February 2006.

Quarterly Reports are due the 15th of the following month.

Annual Report for CY 2006 is due 15 January 2007.

Command				Quarter			
Drug & Alcohol Program Advisor (DAPA):							
Rank							
Name							
Phone #							
E-Mail							
PRD				DAPA Course Graduate (Y/N)			
EDUCATION							
# Complete DAPA Course							
# Complete AWARE			% Complete AWARE				
# Complete PREVENT			% Complete PREVENT				
# Complete ADAMS			% of E-5 & Above				
# Complete ADAMS Facilitator			# of Classes this quarter				
# Complete ADAMS for Leaders			CO		XO		CMC
INCIDENTS							
# of DAARS Submitted this Quarter					# of DAARS that were DUI's		
REFERRALS							
# Referred to SARP this Quarter					# of Referrals that were Self-Referrals		
# Screened by SARP this Quarter					# Waiting to be Screened		
TREATMENT							
Treatment Level	# SARP Recommended	# Completed Treatment	# In Treatment	# Waiting Treatment			
Education							
Outpatient (OP)							
Intensive Outpatient (IOP)							
Inpatient (IP)							
Medical Managed							
AFTERCARE							
# In Aftercare this Quarter					# Completed Aftercare this Quarter		

CNRSW 5350/1

Enclosure (2)

30 JAN 2006

COMMANDER NAVAL REGION SOUTHWEST URINALYSIS PROGRAM REVIEW & REPORT

E-mail reports to Region Alcohol & Drug Control Officer james.honea@navy.mil

Annual Report for CY 2005 is due 15 February 2006.

Monthly Reports for months in CY 2006 are due by the 15th of the following month.

Annual Report for CY 2006 is due 15 January 2007.

Command		Month	
Urinalysis Program Coordinator (UPC):			
Rank			
Name			
Phone #			
E-Mail			
PRD		UPC Course Graduate (Y/N)	
Random Monthly Testing Conducted			
# of Active Military Assigned		# of Active Military Tested	% of Active Military Tested
# of Annual Unit Sweeps Conducted this month			
# of Submission Discrepancies Noted by NDSL			
# of Positive Samples Received this month			
	Command Action Taken		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

CNRSW 5350/2